

## **Grant Writing Workshop Series February 7–9, 2007**

This three-day series provides an introduction to grantsmanship, from seeking grant announcements to preparing a complete, effective grant proposal.

The Grants Office at the South Carolina Department of Education will offer the series February 7–9, 2007. Deadline to register is February 2, 2007.

### **Agenda**

Session 1: Understanding the Grants Process, Program Planning, and Finding Funders

Session 2: Assessing the Needs, Exploring the Problem, Conducting Research, and Writing the Needs Statement

Session 3: Preparing Grant Budgets (within federal and state guidelines)

Session 4: Comprehending a Grant Announcement, Reviewing the RFP, and Organizing the Work Plan

Session 5: Creating an Effective Project Description, including goals, objectives, strategies, management, evaluation, and sustainability

Session 6: Adding the Supplementary Materials, and Creating other Grant-related Documents

Dr. Gail Widner, director of the Grants Office, will conduct each session. She has participated in training by The Foundation Center, The Grantsmanship Center, Management Concepts, and Research Associates.

### **Registration Directions and Important Information**

Certified educators currently employed in public schools/districts will earn one (1) recertification/renewal credit hour by attending all parts of each session and taking both the pre-test and the post-test.

Participants will receive course materials at the beginning of each session. No meals, beverages, or snacks will be provided (you may bring your own). The lunch break each day will be one hour.

The series costs \$95 (non-refundable) per participant. **Registration and payment must be received in the Grants Office by 5:00 P.M. on the deadline).** Registration forms received without payment attached will NOT be processed. Late registration (\$125 per participant) is possible if space permits and seats are available. For more information, call 803-734-5810 or e-mail [grants@ed.sc.gov](mailto:grants@ed.sc.gov).

To register, please complete the attached registration form and send it with payment to:

The Grants Office, SC Department of Education  
1429 Senate Street, Room 1101  
The Rutledge Building  
Columbia, SC 29201

### **Course Times and Location**

Times: 9:00 A.M.–4:00 (each day)

Location: 3rd Floor Conference/Class Room, Office of School Leadership, Division of Educator Quality and Leadership, 3700 Forest Drive, Suite 300, Columbia, SC, 29204. Tele: (803) 734-4387. Directions to the building can be accessed at <http://www.scteachers.org/global/directions.cfm>